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**Department of Defense, Veterans and Emergency Management
Maine Veterans' Services
117 State House Station, Augusta, Maine 04333-0117
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September 19, 2011

Announcement of Volunteer Maine Women Veterans' Coordinator

The Bureau of Veterans' Services is seeking applications for a volunteer Maine Women Veterans' Coordinator that will be appointed by the Director of the Bureau of Veterans' Services.

The coordinator will serve as a liaison to the Director on behalf of women veterans. This is not a paid position. Attached is a scope of work that describes the duties and responsibilities of this position.

The coordinator will be provided with an annual stipend of up to \$2,000 for communication and outreach efforts for a two year period ending June 30, 2013. Reimbursement will be authorized in addition to the stipend for authorized in-state travel, out-of-state travel, conference fees, lodging and professional membership fees directly related to the duties as approved by the Bureau Director. Travel reimbursement will be in accordance with State of Maine travel policy.

If you are interested in applying to serve as the volunteer coordinator, send a resume and cover letter advising of your military service and civilian experience/skills as they would relate to this type of work. Resume and cover letter are to be mailed to the following address and must be received by close of business (4:00 p.m.) on Friday, September 30, 2011.

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Augusta, ME 04333-0117